

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Specialist/Manager, Administrative Technology **Job Code:** 82010
Job Classification: 14 Other Professional Staff **EEO Line:** 44
Job Class Category: F Educational Support Personnel **Job Description Supplement Code:** 8
Reports to: Executive/General Director, **Salary Locator:** Support Schedule 2
Instructional Media

SUMMARY:

Provide hardware and software support to all schools and departments. Participate in training of District and school staff in the use of hardware and applications.

QUALIFICATIONS:

- 1) Bachelor's Degree from an accredited educational institution with an emphasis on computer/network support or equivalent course work and experience with computer/network support
- 2) Valid Florida Driver's License and acceptable driving record
- 3) Reliable means of transportation
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Knowledge of software and networking applications
- (4) Strong organizational, communication and interpersonal skills
- (5) Knowledge of installation of computer hardware and software
- (6) Ability to evaluate software and hardware needs of the District.
- (7) Ability to train District staff in the use of specific District hardware and software
- (8) Ability to assist with the implementation of the technology goals of the District
- (9) Knowledge of the following operating systems desired: Citrix, Cisco, MS 2000, MS 2003, and MS XP.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for all stakeholders, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Set up and install personal computers, routers, bridges, LAN file servers and peripherals including hardware and software utilized within all departments/schools of the District.
- (3) Assisting in planning, coordinating and implementing instructional technology applications consistent with project objectives and activities as assigned
- (4) Provide ongoing in-service to teachers, administrators and para-professionals in the use of business and instructional technology and the use of hardware applications as it relates to District goals.
- (5) Assuming all other duties as required by instructional technology grants
- (6) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (7) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (8) Responsible for keeping up to date on current technology being used by PCSD. With the support of the District, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (9) Assist Department Director with all other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

September 2013
Amended: June 17, 2014